

TRAINING OPPORTUNITIES

REV 3/4/2021

On-Demand Training

We are busy juggling work, family & other responsibilities, so it's understandable if we sometimes can't spare 60 minutes or more for a training session, no matter how informative or engaging it is. The On-Demand training sessions from the Employee Assistance program are (5-10 minutes) training modules which include fun, interactive features & help us build practical skills to deal with real-life challenges.

Topics include Balancing Work & Life, Managing Personal Finances, Time Management Tools & Personal Health. Information can be found on the EAP web portal www.guidanceresources.com.

On-Going State Resource

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
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| On-going Self-Paced | Performance Management Process (PMP) | \$0* | KS Department of Administration (DofA) - Visit online at: http://www.da.ks.gov/ps/training/pmp/ | Online | Supervisors | This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The course also touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review. |
| On-going Self-Paced | Harassment Prevention Training | \$0* | KS Human Rights Commission (KHRC) - Visit online at: http://www.da.ks.gov/ps/training/lectora%20harassment-2/ | Online | All Employees | This online course promotes an understanding & increased awareness of harassment, including sexual harassment. This presentation defines an inclusive workplace, reviews why an inclusive workplace is important, discusses workplace harassment, including sexual harassment, & provides guidance on what to do if you feel that you have been harassed. If you are a supervisor, this presentation reviews what you should do if you receive a report of harassment or witness harassment. |
| On-going Self-Paced | KS New Employee Orientation (ID #: 1051574) Successfully Dealing with Challenging Customers (ID #: 1069122) | \$0* | KS Department of Health & Environment (KDHE) and KS Department of Commerce - KS New Employee Orientation Successfully Dealing with Challenging Customers Visit KANSAS TRAIN at https://www.train.org/ks/ , register/login, & look up by Course ID# | Online | All Employees | <u>New Employee Orientation:</u> Provides necessary vital information to newly hired employees regarding benefits, policies, procedures & expectations. <u>Successfully Dealing with Challenging Customers:</u> This online course identifies reasons customers may appear unreasonable & what gets in the way of working with challenging customers. Describes the importance & best practices of effective communication with your customers. This online course is designed to equip employees with knowledge needed to work with challenging customers & best serve those customers effectively. |

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| On-going Self-Paced | FMLA Supervisory Training | \$0* | KS Department of Administration (KDoA) - Visit online at: http://da.ks.gov/ps/training/fmla/ | Online | Supervisors | In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of FMLA law & practical guidance on its administration. More specifically, participants will learn how their role as a supervisor is important in ensuring proper management of the law. |
| On-going Self-Paced | FMLA Training for Employees | \$0* | KS Department of Administration (KDoA) - Visit online at: http://da.ks.gov/ps/training/employee_fmla5/ | Online | All Employees | In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of the FMLA law & how it applies to State employees. Participants will learn what might trigger a FMLA event, how they would apply for FMLA & what their responsibilities would be while on FMLA. |
| On-going Self-Paced | HIPAA Awareness (ID #: 1047429) HIPAA: Allowable Disclosures & Safeguards (ID #: 1072478) HIPAA: Right to Access & Documentation (ID #: 1072486) | \$0* | KS Department of Health & Environment (KDHE) - Visit KANSAS TRAIN at https://www.train.org/ks/ , register/login, & look up by Course ID# | Online | All Employees | <u>HIPAA Awareness:</u> After completing this online course, you will be able to explain the source of HIPAA, indicate two on-site HIPAA information sources & identify two HIPAA rules & two consequences of HIPAA violations. <u>HIPAA: Allowable Disclosures & Safeguards:</u> After completing this online course, you will be able to determine possible Protected Health Information (PHI) & how to safeguard it. You will also be able to determine correct action related to incidental disclosure, define the minimum necessary information applicable to the job & determine correct actions, differentiate exempt disclosures from non-exempt Protected Health Information (PHI) & determine correct actions, respond correctly to information transmission format scenarios & locate a resource for further information. <u>HIPAA: Right to Access & Documentation:</u> After completing this online course, you will be able to recognize that your organization has HIPAA forms & compliance officer. You will also be able to demonstrate concept mastery through scenario decision making & locate resources for further information. |
| On-going Schedule by Appointment | Inappropriate Behavior & the Inclusive Workplace | \$0* | KS Human Rights Commission (KHRC) - Ruth Glover at: Ruth.Glover@ks.gov | Webinar via Microsoft Teams | All Employees | The presentation includes a definition of an inclusive workplace, a review of why an inclusive workplace is important, discussion of workplace harassment, including sexual harassment & behavior that, although it does not meet the definition of harassment, is still inappropriate in the workplace. Includes numerous examples of harassing behavior & inappropriate behavior. Includes a video on sexual harassment. Can include an optional quiz, acknowledgement of training form, and/or video on diversity. |

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| On-going Schedule by Appointment | Records Management 101 | \$0* | KS Historical Society (KSHS) - Megan Rohleder at: Megan.Rohleder@ks.gov or Ethan Anderson at: Ethan.Anderson@ks.gov | By Appointment | Records Officers or Designees; All Employees | This course covers the basic information needed for records managers, Records Officers, or designees revising retention schedules for their agencies. The course also walks attendees through why records management is important, legal requirements, paper & electronic records, the State Records Board, & Electronic Records Committee. The course concludes with a hands on workshop designed to introduce attendees to revising & constructing retention schedules & helpful advice on how to start revisions of their agency's schedule. |
| On-going Schedule by Appointment | Shared Drive Clean Up | \$0* | KS Historical Society (KSHS) - Megan Rohleder at: Megan.Rohleder@ks.gov or Ethan Anderson at: Ethan.Anderson@ks.gov | By Appointment | All Employees | This course covers the basics of cleaning up an agency or division shared drive. The course walks attendees through the process of how to identify what records are in the shared drive, who created them, retention requirements & programs/software that will identify duplicate records & will clean up space for future use. The course will include a hands on demonstration of software used by the Historical Society in managing a shared drive. |
| On-going Self- Paced | State Library - LearningExpress Library | \$0* | State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@ks.gov | Online | All Employees | LearningExpress Library is a system of online tutorials, eBooks & other materials funded & made available to all Kansans by the State Library of Kansas. State employees will be most interested in the software tutorials available in this product (certificate on completion), but please note this contains a "Center" for various learning audiences. Practice tests for the Praxis, Law Enforcement, ACT/GED/GRE & more occupational or entrance exams are available to all Kansans. Visit http://kslib.info/LEL & register for your personal account & use these materials. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review |
| On-going Self-paced | State Library - Universal Class | \$0* | State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@ks.gov | Online | All Employees | Universal Class is a system of online courses in over 500 topics, funded & made available to all Kansans by the State Library of Kansas. Join a full course for instructor interaction, assignments & Continuing Education credits upon completion; or just watch (audit) the lecture videos to brush up on a topic. Visit http://kslib.info/uclass & register for a personal account to join or audit a course. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review |

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| On-going Self- Paced | The Employee Assistance Program (EAP) offering: Personal Counseling, Legal Advice & Discounts, Personal Money Management Advice, Work-Life Solutions & More! | \$0* | Employee Assistance Program (KDHE) - Courtney Payne at: cpayne@compsych.com | Online | All Employees | ComPsych is the provider for the Employee Assistance Program (EAP) services for the State Employee Health Plan (SEHP). The EAP has Guidance Experts to give you someone to talk to, offer expert financial & legal advice when you need it, help you discover your best financial options, assist in finding elder & child care & even someone to delegate to help you with your "to-do" list. There are also monthly webinars, articles, podcasts, videos & e-books over popular work-life topics available at no cost. Call 1.888.275.1205 Option 1 or go online at www.guidanceresources.com (For first time users-Web ID: SOKEAP) to get access to timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial & more. |
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Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

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March 2021 Course Information

*****Please note training courses are subject to change due to COVID-19.**

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
|--|---|------|---|----------|-----------------|---|
| 3/9/2021 - 8:30 AM to 11:30 AM | *FEATURED* Business Writing (RVHR1506) | \$0* | KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov | Virtual | All Employees | Whether your customers are external or internal to the organization, building customer relations starts with effective customer correspondence. If your customer correspondence entails giving instructions, handling complaints or refusing requests, this workshop is for you. In this workshop, participants learn strategies for producing effective customer letters by focusing on reader analysis, content development, organization, & readability. This course looks at writing from a value-added approach. This is not a grammar course. |

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| PMM II 3/8/2021- 3/12/2021 PMM III 3/22/2021- 3/26/2021 - All classes: 8:30 AM to 4:30 PM | Project Management Methodology II | \$1,655 <i>* combined cost for all 3 courses</i> | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://ebit.ks.gov/kito/training | Virtual | Project Managers | <p>This intensive course focuses on ways participants can run projects faster & more effectively. Participants will learn how to successfully create, monitor & guide the project's scope & critical path. Participants will diagnose & prevent problems such as scope creep, time slippage, & team conflicts. All Project Management courses have been certified with the Project Management Institute (PMI). PMI is the world's largest project management association & administers a globally recognized Project Management Professional (PMP) credential program. PMP certification is the most widely recognized in the profession. This certification demonstrates a high level of expertise & knowledge of project management concepts & practices. By aligning course work with PMI, an organization knows that the training is founded on solid information & will support certifications which are globally recognized.</p> <p><i>For certification as a State of Kansas IT Project Manager, the participant must complete PMM I, II, & III and successfully pass a final examination.</i></p> |
| 3/16/2021 - 8:30 AM to 4:30 PM | Project Management Risk | \$140 | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://ebit.ks.gov/kito/training | Virtual | Project Managers | <p>This one-day course will teach participants how to examine & measure objectives within cost, schedule, & cultural issues. Risk for this program is examined as defining the probability of the project. This course will examine risk identification, risk communication, & risk planning, & with the coming changes to IT Project Reporting we highly encourage this class. This course will follow one or more of Project Management Institute's knowledge areas of the PMBOK® Guide.</p> |
| 3/17/2021 - 10:30 AM to 11:30 AM | Paying Off Debt While Building Wealth | \$0* | KS Department of Administration (DofA) and ComPsych - Click here to register online | Online Webinar | All Employees | <p>In difficult economic times, many people are struggling to just keep up with monthly bills, let alone make progress on debt repayment. What suffers most is contributing to savings & investing goals. This course will focus on developing financial plans & strategies to address the dual goals of having a plan for paying off debt, while also contributing to building personal wealth. This course also covers the basics (or essentials) of each area & describes practical techniques that can help you to formulate your own plan to manage your personal finances to organize a sensible debt repayment plan without sacrificing other financial goals.</p> |

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| PMM I 2/22/2021- 2/26/2021 PMM II 3/8/2021- 3/12/2021 PMM III 3/22/2021- 3/26/2021 - All classes: 8:30 AM to 4:30 PM | Project Management Methodology III | \$1,655 | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://ebit.ks.gov/kito/training | Virtual | Project Managers | <p>This intensive course focuses on ways participants can run projects faster & more effectively. Participants will learn how to successfully create, monitor & guide the project's scope & critical path. Participants will diagnose & prevent problems such as scope creep, time slippage, & team conflicts. All Project Management courses have been certified with the Project Management Institute (PMI). PMI is the world's largest project management association & administers a globally recognized Project Management Professional (PMP) credential program. PMP certification is the most widely recognized in the profession. This certification demonstrates a high level of expertise & knowledge of project management concepts & practices. By aligning course work with PMI, an organization knows that the training is founded on solid information & will support certifications which are globally recognized.</p> <p><i>For certification as a State of Kansas IT Project Manager, the participant must complete PMM I, II, & III and successfully pass a final examination.</i></p> |
| 3/23/2021 - 9:00 AM to 3:30 PM | Word 2016 Level 2 | \$60 | KS Department of Transportation (KDOT) - Ingrid Vandervort at: Ingrid.Vandervort@ks.gov <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i> | Microsoft Teams | All Employees | <p>This course will go over how to create and format sections in a document, create multiple columns & sort text in columns. Participants will work with tables by formatting the cell text, resizing rows & columns, adding borders & shading, using the Table Auto Format command & drawing a table, import Excel data into Word tables, use formulas to perform calculations and link & embed Excel data. Participants will also create & modify styles to format text and to set up & use different views, including Outline view, the Document Map pane and thumbnails, create & manipulate Headers & Footers, working with Styles, creating labels & envelopes and work with Graphics Revisions in a document.</p> <p>Participants will receive the books electronically along with the classroom student practice files.</p> |
| 3/25/2021 - 8:30 AM to 11:30 AM | Coping with Stress (RVHR1506) | \$0* | KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov | Virtual | All Employees | <p>Stress is a common feeling we all experience at times. Some stress is good for us & helps us to perform our best. When we are under too much stress for too long, our performance decreases & our overall health & wellbeing is affected. This interactive course will help participants identify & manage stress, set limits, problem-solve, & engage in self-care.</p> |

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

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April 2021 Course Information

***Please note training courses are subject to change due to COVID-19.

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
|--|---------------------------------|-------|---|-----------------|------------------|--|
| 4/6/2021- 4/7/2021 - 9:00 AM to 3:30 PM | Access 2016 Level 2 | \$80 | KS Department of Transportation (KDOT) - Ingrid Vandervort at: Ingrid.Vandervort@ks.gov <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i> | Microsoft Teams | All Employees | Participants in this course will learn how to normalize tables, set table relationships & implement referential integrity between related tables. They will also create a Lookup list field, modify Lookup field properties & use calculated fields in a query & use queries to view summarized & grouped data. Participants will also add unbound controls, graphics, calculated fields & a combo box to form. Participants will receive the books electronically along with the classroom student practice files. |
| 4/7/2021 - 10:30 AM to 11:30 AM | Caring from a Distance | \$0* | KS Department of Administration (DofA) and ComPsych - Click here to register online | Online Webinar | All Employees | If you have an elder who requires assistance, yet does not live near you, helping out may seem difficult. However, distance doesn't mean you can't provide comfort & care for your elder. By devising care strategies, developing emergency plans & building a support system of family, friends & local resources, your elder can have the care & attention he or she needs. |
| 4/13/2021 - 8:30 AM to 4:30 PM | Project Management Fundamentals | \$140 | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://ebit.ks.gov/kito/training | Virtual | Project Managers | This one-day course will focus on ways employees can run projects faster & more effectively. This course will recommend a six-phase process, as well as numerous preventative actions to efficiently speed up a project. Participants will learn how to successfully create, monitor, & guide the project's scope and critical path, & how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, & team conflicts. This course will follow the Project Management Institute's knowledge areas of the <i>PMBOK® Guide</i> . |
| 4/13/2021 - 9:00 AM to 3:30 PM | Word 2016 Level 1 | \$60 | KS Department of Transportation (KDOT) - Ingrid Vandervort at: Ingrid.Vandervort@ks.gov <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i> | Microsoft Teams | All Employees | This course will explore the Word environment. Participants will create/save/close documents, use the Help system, navigate in a document, use some of Word's automated tasks, use basic editing techniques & use the undo/redo commands. Participants will also select/copy/move text, use the find/replace commands to modify document text, change the appearance of a document by: applying character formats by setting tabs, aligning paragraphs, creating lists, setting paragraph indents & line spacing. Participants will receive the books electronically along with the classroom student practice files. |

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| 4/15/2021 - 9:00 AM to 3:30 PM | PowerPoint 2016 Level 1 | \$60 | KS Department of Transportation (KDOT) - Ingrid Vandervort at: Ingrid.Vandervort@ks.gov <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i> | Microsoft Teams | All Employees | This course teaches employees how to create, modify, format, build/run PowerPoint slideshows as well as use WordArt, AutoShapes, ClipArt & graphic objects. Participants will learn about the PowerPoint toolbars, use the clipboard task pane & create tables using tabs. Participants will also learn to use the Slide transition task pane. Participants will receive the books electronically along with the classroom student practice files. |
| 4/20/2021- 4/21/2021 - 9:00 AM to 3:30 PM | Access 2016 Level 3 | \$80 | KS Department of Transportation (KDOT) - Ingrid Vandervort at: Ingrid.Vandervort@ks.gov <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i> | Microsoft Teams | All Employees | In this course participants will use SQL statements & examine them in Access, write SQL statements to create queries & attach an SQL statement to a command button, create crosstab queries to summarize grouped data, create parameter queries to view results based on specified criteria & create action queries to add/delete/modify data in tables & to create new tables. Participants will also create/run macros to automate tasks & attach macros to the events of database objects, create data validation & data-entry macros, create macros that run parameter queries, create the AutoKeys & AutoExec macros & create macros to import/export database objects. Upon completion, participants will import Access objects into an active database from another Access database & Excel, export objects from one active database to another Access database, export/import XML documents. Participants will receive the books electronically along with the classroom student practice files. |
| 4/21/2021 - 8:30 AM to 4:30 PM | Kansas Project Management Methodology Executive Overview | \$0* | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://ebit.ks.gov/kito/training | Virtual | Project Managers | This course introduces participants to the State of Kansas Project Management Methodology (PMM). Participants will learn how Project Management Methodology evolved in the State of Kansas. The course is designed to provide an understanding of project concepts, roles & responsibilities, the planning process, & project phases. Participants will learn the purpose of PMM & the importance of it to a project's success. The course also covers the importance of the roles & responsibilities of each team member on the project. Lastly, participants will be walked through all of the documentation that is submitted during planning, execution, & close-out. |
| 4/21/2021 - 10:30 AM to 11:30 AM | Helping Your Senior Loved One Be Independent & Safe | \$0* | KS Department of Administration (DofA) and ComPsych - Click here to register online | Online Webinar | All Employees | When our parents or other elderly relatives age independently in their own homes, we often fear for their safety & general well-being. Sometimes we don't know how much assistance we should provide, when to step in, or even what would be helpful. Providing care for an older adult is a very personal matter & each situation is unique. However, there are practical guidelines & simple solutions to ensuring your loved one is healthy & safe. This course will address & resolve common safety issues in the home while supporting your loved one's autonomy & independence. |

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

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May 2021 Course Information

***Please note training courses are subject to change due to COVID-19.

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
|--|--|-------|--|-----------------|---------------------|--|
| 5/4/2021- 5/5/2021 - 9:00 AM to 3:30 PM | Access 2016 Level 1 | \$60 | KS Department of Transportation (KDOT) - Ingrid Vandervort at: Ingrid.Vandervort@ks.gov <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i> | Microsoft Teams | All Employees | This course will enable participants to organize data efficiently by using a database management system, open Access database & use the Help feature. Participants will plan/create a database, use datasheet & design view, create/work in tables, modify a table's design, use the Find feature & spell checker. Participants will also sort, filter & delete records, set field properties, create input masks, set validation rules, create single/multiple-field indices, create queries - sort/filter results, modify & perform operations. Participants will receive the books electronically along with the classroom student practice files. |
| 5/5/2021 - 10:30 AM to 11:30 AM | Being Adaptive In Order to Thrive in Our Ever Changing World | \$0* | KS Department of Administration (DofA) and ComPsych - Click here to register online | Online Webinar | All Employees | "Because we've always done it like that," may not be the best answer to, "Why do we do the things we do?" In our ever-changing world, we are seeing shifts in our markets & economies, our cultural norms, our behaviors, & ourselves. Now is the time to thrive by learning how to be adaptive & to be consistently able to change yourself to accommodate & maximize the benefits of change. |
| 5/5/2021- 5/6/2021 - 8:30 AM to 4:30 PM | Agile Project Management | \$245 | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://ebit.ks.gov/kito/training | Virtual | Project Managers | Agile Project Management officially began in 2001 & has become a popular project management approach. This two-day course will examine the focus of energizing, empowering, & enabling project teams to provide customer value in a strong Agile framework. Participants will examine the value & process to actively involve the customer in delivering features & functionality throughout the duration of the project. This course will explore actions which reinforce the ability to respond to a changing project environment while focusing on delivering high customer value in every project. |

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| 5/18/2021 - 9:00 AM to 3:30 PM | Word 2016 Level 2 | \$60 | KS Department of Transportation (KDOT) - Ingrid Vandervort at: Ingrid.Vandervort@ks.gov <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i> | Microsoft Teams | All Employees | This course will go over how to create and format sections in a document, create multiple columns & sort text in columns. Participants will work with tables by formatting the cell text, resizing rows & columns, adding borders & shading, using the Table Auto Format command & drawing a table, import Excel data into Word tables, use formulas to perform calculations and link & embed Excel data. Participants will also create & modify styles to format text and to set up & use different views, including Outline view, the Document Map pane and thumbnails, create & manipulate Headers & Footers, working with Styles, creating labels & envelopes and work with Graphics Revisions in a document. Participants will receive the books electronically along with the classroom student practice files. |
| 5/19/2021 - 10:30 AM to 11:30 AM | Mental Health Awareness for Leaders | \$0* | KS Department of Administration (DofA) and ComPsych - Click here to register online | Online Webinar | Supervisors | This course covers ways employees may present their distress & offers insights & strategies on forging supportive empathic alliances within the role of manager. This course also identifies common mistakes managers make in responding to employees in distress & explains communication skills that express support & convey positive expectancy. Participants are also given information on how to refer employees to the Employee Assistance Program. |

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June 2021 Course Information

***Please note training courses are subject to change due to COVID-19.

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
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| 6/2/2021 - 10:30 to 11:30 | Civility in the Workplace | \$0* | KS Department of Administration (DofA) and ComPsych - Click here to register online | Online Webinar | All Employees | The prevalence & costs of incivility are on the rise in organizations. When employees are exposed to incivility in the workplace, they experience diminished self-control, which in turn creates increased incivility toward co-workers. Incivility does not involve openly hostile behavior, threats or sabotage & therefore doesn't warrant the same legal attention or sanctions as other forms of mistreatment, such as harassment. Incivility could be as simple as a sarcastic reply to a co-worker's comment or a perceived rude sentence in an email. This session will help participants understand why we act less civil today & give some suggestions for making sure you don't exhibit behaviors that are uncivil. |

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| 6/15/2021 - 6/17/2021 - 8:30 AM to 4:30 PM | Project Recovery: How to Detect, Diagnose, & Turn Around Failing Projects | \$350 | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://ebit.ks.gov/kito/training | Virtual | Project Managers | This three-day course prepares participants in skills & techniques for detecting, diagnosing, & turning around failing projects. It will focus on process analysis & turn around strategies to support project recovery. Projects can be unpredictable & may get into trouble & not fulfill the desired outcomes, goals, & objectives. At times, these projects will even fail & bring reduced opportunities with lower benefits. Failures can sometimes be caught early & turned around. |
| 6/16/2021 - 10:30 AM to 11:30 AM | Sleep: An Essential Component of Health & Well-Being | \$0* | KS Department of Administration (DofA) and ComPsych - Click here to register online | Online Webinar | All Employees | In the past five years, it has been routinely reported by researchers & the media alike that Americans are notoriously sleep deprived. There are numerous reasons why this may be the case. Yet while many people look towards improving their health via diet, exercise & ceasing bad consumption habits (e.g., junk food, cigarettes), sleep is often overlooked—or is it? This course provides the latest research findings regarding the importance of sleep & offers participants suggestions on how to improve their sleep according to priority & quality measures. |
| 6/30/2021 - 8:30 AM to 4:30 PM | Vendor Management | \$140 | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://ebit.ks.gov/kito/training | Virtual | Project Managers | This one-day course will give foundational skills to workers who are overseeing contractors. Participants will learn ways to hold contractors accountable to the terms & conditions of the contract. Participants will improve knowledge & competencies of staff in vendor management, increase tools in dealing with low performance vendors & remedy the lack of performance, & understand the need to document specific events when a vendor does not comply with contract. Participants will also discover why & how building relationships with a vendor can payoff throughout the management of the contract. |

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July 2021 Course Information

***Please note training courses are subject to change due to COVID-19.

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
|---|--------------------------------------|------|---|----------------|------------------|---|
| 7/7/2021 - 10:30 AM to 11:30 AM | Communication Skills for Families | \$0* | KS Department of Administration (DofA) and ComPsych - Click here to register online | Online Webinar | All Employees | Communication is a fine art that we often take for granted. It takes more than physical & verbal abilities to communicate. It takes energy along with the ability to offer support & demonstrate understanding & compassion when communicating within your family. Whether it's an expectation, emotion, question or other message, openness & willingness to communicate improves overall quality of family communication. |

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| 7/13/2021 - 10:30 AM to 11:30 AM | Coping During Uncertain Times | \$0* | KS Department of Administration (DofA) and ComPsych - To register , visit: https://www.surveymonkey.com/r/Co ping2021 | Landon State Office Building, 900 SW Jackson, Rm 501, Topeka KS | All Employees | The course will examine how to remain positive & functional despite the risks of living in a changing world. Included will be practical tips for coping with uncertainty, re-establishing control & how to speak to children about fear. |
| 7/21/2021- 7/13/2021 - 8:30 AM to 4:30 PM | Scrum Project Management | \$350 | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://ebit.ks.gov/kito/training | Virtual | Project Managers | During this three-day course, participants will examine the beginning framework of Scrum, the roles responsibilities of team members, & each aspect of running projects using Scrum methodologies. Participants will learn how to shift the roles from a traditional project manager to ScrumMaster. The course will include situations to challenge participants with what Scrum is & is not. |

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

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August 2021 Course Information

*****Please note training courses are subject to change due to COVID-19.**

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
|--|---|-------|---|---------------------|---------------------|---|
| 8/4/2021 - 10:30 AM to 11:30 AM | Running on E: Adding Energy & Passion to Your Work & Life | \$0* | KS Department of Administration (DofA) and ComPsych - Click here to register online | Online Webinar | All Employees | Longer hours, increased responsibilities, constant change, accelerated pace of business, intensified pressure...But this doesn't mean you can't have fun & enjoy your work. This course will help you not only to survive but also thrive in today's high-pressure world. By unleashing your energy, igniting your enthusiasm & finding fun in your job, you're sure to maximize your work performance & even enjoy it! |
| 8/7/2021- 8/8/2021 - 8:30 AM to 4:30 PM | Project Risk Management Advanced | \$245 | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://ebit.ks.gov/kito/training | To Be Determined | Project Managers | A two-day course which will review the basic concepts of project risk & project risk management & then dig deeper into identifying risks & strategizing solutions for those risks. Participants will explore tools & techniques for collecting, analyzing, implementing, & monitoring data & the responses to combat risk. |

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| PMM I 8/8/2021-8/12/2021 PMM II 9/1/2021-9/5/2021 PMM III 9/15/2021-9/19/2021 All classes: 8:30 AM to 4:30 PM | Project Management Methodology I | \$1,655 | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://ebit.ks.gov/kito/training | To Be Determined | Project Managers | <p>This intensive course focuses on ways participants can run projects faster & more effectively. Participants will learn how to successfully create, monitor & guide the project's scope & critical path. Participants will diagnose & prevent problems such as scope creep, time slippage, & team conflicts. All Project Management courses have been certified with the Project Management Institute (PMI). PMI is the world's largest project management association & administers a globally recognized Project Management Professional (PMP) credential program. PMP certification is the most widely recognized in the profession. This certification demonstrates a high level of expertise & knowledge of project management concepts & practices. By aligning course work with PMI, an organization knows that the training is founded on solid information & will support certifications which are globally recognized.</p> <p><i>For certification as a State of Kansas IT Project Manager, the participant must complete PMM I, II, & III and successfully pass a final examination.</i></p> |
| 8/12/2021 - 10:30 AM to 11:30 AM | Developing Grit: Strategies for Success in Work & Life | \$0* | KS Department of Administration (DofA) and ComPsych - To register , visit: https://www.surveymonkey.com/r/DevelopingGrit | Landon State Office Building, 900 SW Jackson, Rm 501, Topeka KS | All Employees | <p>Grit is mental toughness. Grit is the ability to persevere to achieve difficult long-term goals. Grit is strongly associated with success in personal & professional life. Grit involves several elements: passion & purpose, development of habits & coping with unpleasant emotions such as fear, discouragement or embarrassment.</p> <p>This course will examine the nature of grit & identify specific methods for developing it.</p> |
| 8/24/2021 - 1:00 PM to 3:00 PM | Kansas Project Management Methodology Executive Overview | \$0* | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://ebit.ks.gov/kito/training | Virtual | Project Managers | <p>This course introduces participants to the State of Kansas Project Management Methodology (PMM). Participants will learn how Project Management Methodology evolved in the State of Kansas. The course is designed to provide an understanding of project concepts, roles & responsibilities, the planning process, & project phases. Participants will learn the purpose of PMM & the importance of it to a project's success. The course also covers the importance of the roles & responsibilities of each team member on the project. Lastly, participants will be walked through all of the documentation that is submitted during planning, execution, & close-out.</p> |

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September 2021 Course Information

***Please note training courses are subject to change due to COVID-19.

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
|--|--|--|--|------------------|------------------|---|
| PMM I 8/8/2021-8/12/2021 PMM II 9/1/2021-9/5/2021 PMM III 9/15/2021-9/19/2021 All classes: 8:30 AM to 4:30 PM | Project Management Methodology II | \$1,655 <i>*combined cost for all 3 courses</i> | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://ebit.ks.gov/kito/training | To Be Determined | Project Managers | <p>This intensive course focuses on ways participants can run projects faster & more effectively. Participants will learn how to successfully create, monitor & guide the project's scope & critical path. Participants will diagnose & prevent problems such as scope creep, time slippage, & team conflicts. All Project Management courses have been certified with the Project Management Institute (PMI). PMI is the world's largest project management association & administers a globally recognized Project Management Professional (PMP) credential program. PMP certification is the most widely recognized in the profession. This certification demonstrates a high level of expertise & knowledge of project management concepts & practices. By aligning course work with PMI, an organization knows that the training is founded on solid information & will support certifications which are globally recognized.</p> <p><i>For certification as a State of Kansas IT Project Manager, the participant must complete PMM I, II, & III and successfully pass a final examination.</i></p> |
| 9/1/2021 - 10:30 AM to 11:30 AM | Addressing Employee Performance Issues In A Supportive Way | \$0* | KS Department of Administration (DofA) and ComPsych - Click here to register online | Online Webinar | Supervisors | <p>When addressing performance issues, it can be hard to show employees that you care about & support them, while still being clear about problems & expectations. This course offers tools for having supportive conversations in these challenging situations.</p> |
| PMM I 8/8/2021-8/12/2021 PMM II 9/1/2021-9/5/2021 PMM III 9/15/2021-9/19/2021 All classes: 8:30 AM to 4:30 PM | Project Management Methodology III | \$1,655 <i>*combined cost for all 3 courses</i> | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://ebit.ks.gov/kito/training | To Be Determined | Project Managers | <p>This intensive course focuses on ways participants can run projects faster & more effectively. Participants will learn how to successfully create, monitor & guide the project's scope & critical path. Participants will diagnose & prevent problems such as scope creep, time slippage, & team conflicts. All Project Management courses have been certified with the Project Management Institute (PMI). PMI is the world's largest project management association & administers a globally recognized Project Management Professional (PMP) credential program. PMP certification is the most widely recognized in the profession. This certification demonstrates a high level of expertise & knowledge of project management concepts & practices. By aligning course work with PMI, an organization knows that the training is founded on solid information & will support certifications which are globally recognized.</p> <p><i>For certification as a State of Kansas IT Project Manager, the participant must complete PMM I, II, & III and successfully pass a final examination.</i></p> |

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| 9/23/2021 - 10:30 AM to 11:30 AM | Bringing Out the Best In Others | \$0* | KS Department of Administration (DofA) and ComPsych - To register , visit: https://www.surveymonkey.com/r/BringingBest2021 | Landon State Office Building, 900 SW Jackson, Rm 501, Topeka KS | All Employees | Whether in your personal or your professional life, are you the kind of person that brings out the best in others? Do people shine around you, or do they tend to withdraw, hesitant to show their best? Some people seem to have a knack for challenging, motivating & inspiring their friends, family members & coworkers. In this course, participants will learn how to do their part to make sure others are at their best around them. |
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October 2021 Course Information

***Please note training courses are subject to change due to COVID-19.

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
|---|--|-------|---|---|---------------------|---|
| 10/5/2021 - 8:30 AM to 4:30 PM | Project Cost Management | \$140 | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://ebit.ks.gov/kito/training | To Be Determined | Project Managers | This one-day course will focus on basic cost management theories and techniques. Students will learn how to give value to the customer beyond cost. There will also be a discussion on ways to get the project back on track and how to adjust budgeting issues during over expenditures. This course will follow one or more of Project Management Institute's knowledge areas of the PMBOK® Guide. |
| 10/6/2021 - 10:30 AM to 11:30 AM | Mindfulness: Being Present in Your Work & Life | \$0* | KS Department of Administration (DofA) and ComPsych - Click here to register online | Online Webinar | All Employees | The idea of mindfulness or being mindful is complete engagement in the present moment. It is a state where you are not thinking, reflecting, judging or deciding, but are instead simply experiencing the things currently in your available experience. In many ways people are largely unaware of our present moment, & often operate on "auto-pilot" to some degree. The auto-pilot mode is our default mode of operation. Even when we find ourselves in a pleasurable quiet moment we automatically begin to daydream about others, plan/worry about the future or ruminate about the past. Mindfulness is about waking up to the present moment & paying attention to our experience. Learning mindfulness is not difficult; however, it is difficult to remember to do it. This course discusses mindfulness & how to incorporate its practice into your life. |
| 10/12/2021 - 10:30 AM to 11:30 AM | Emotional Intelligence | \$0* | KS Department of Administration (DofA) and ComPsych - To register , visit: https://www.surveymonkey.com/r/Intelligence2021 | Landon State Office Building, 900 SW Jackson, Rm 501, Topeka KS | All Employees | Implementing discipline over our emotional life is difficult & requires lifelong practice. Being able to choose to act or respond in a particular manner is preferable to re-acting on a consistent basis, yet it is difficult. Enhancing emotional intelligence improves our ability to master our emotional functioning. High emotional intelligence can improve our communications with all others, enhance our perception of satisfaction with ourselves & our lives & increase our productiveness overall. |

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

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November 2021 Course Information

***Please note training courses are subject to change due to COVID-19.

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
|--|--|------|---|--|-----------------|--|
| 11/3/2021 - 10:30 AM to 11:30 AM | Gratitude: A Skill for Happier Living | \$0* | KS Department of Administration (DofA) and ComPsych - Click here to register online | Online Webinar | All Employees | Gratitude is a skill anyone can learn as an alternative to regret & fear. We can focus on the positive elements of our lives with a few simple practices. Providing sincere compliments can help us build relationships & be grateful for others. Rather than being grateful because we "ought to," we can choose gratitude as a way of looking forward to each day. |
| 11/9/2021 - 10:30 AM to 11:30 AM | Laughter, Humor & Play to Reduce Stress & Solve Problems | \$0* | KS Department of Administration (DofA) and ComPsych - To register , visit: https://www.surveymonkey.com/r/Laugh2021 | Landon State Office Building, 900 SW Jackson, Rm 501, Topeka KS | All Employees | Professional comedians shouldn't be the only people to use smiling, laughter, humor & play as part of their daily routine. These skills are valuable for everyone. A good smile has long been a key tool for anyone who needs to influence others. Laughter is now shown to improve our pain tolerance. Humor & play can be the building blocks of problem-solving. Together they can improve our happiness & effectiveness. |

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December 2021 Course Information

***Please note training courses are subject to change due to COVID-19.

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
|---|--|------|---|--|-----------------|--|
| 12/1/2021 - 10:30 AM to 11:30 AM | Rewards & Challenges of Blended Family | \$0* | KS Department of Administration (DofA) and ComPsych - Click here to register online | Online Webinar | All Employees | With more than half of all marriages ending in divorce, & the majority of divorced individuals finding new partners, the number of blended families is growing. This type of situation can create a range of challenging issues, both practical & emotional. Patience, understanding & open communication can help make the transition smoother for everyone. |
| 12/16/2021 - 10:30 AM to 11:30 AM | Making the Most of Family Occasions | \$0* | KS Department of Administration (DofA) and ComPsych - To register , visit: https://www.surveymonkey.com/r/FamilyOccasions2021 | Landon State Office Building, 900 SW Jackson, Rm 501, Topeka KS | All Employees | If you are a parent you probably share an almost universal desire to make family occasions special for your children. You also may have to overcome certain obstacles in creating your own special experiences with your children such as finances, distance from family members, & the special circumstances created by divorce, step-parenting & blended families. Many parents work overtime only to find themselves frustrated by the experience & doubtful that the end result was particularly meaningful to their children. |

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